



DATE: 3/30/2023

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| TITLE: Analytics and Report Analyst | | |
| HUMAN RESOURCES USE ONLY: | | |
| SALARY TABLE: AP | CLASS CODE: PE 407 | |
| UNION: P&A Union, Local 1979, U.A.W. | SALARY GRADE: 12 | EEO CODE: 30 |
| JOB GROUPING: | FLSA: Exempt | EMPLOYEE CLASS: PE |

POSITION PURPOSE

This business operations position is responsible for a wide array of operational tasks supporting assigned areas. It will collaborate closely with WSU IT teams, and other professionals from other business areas to define business problems and create solutions. This position will report to a manager of their assigned department/unit.

| Essential Job Functions (Group similar job duties together). | Estimate % of time Performing Job Duties |
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| Provide day-to-day technical and operational support for department/unit including running, managing and troubleshooting scheduled tasks in the ERP (Enterprise Resource Planning) environment. Manage campus ERP system identifiers, ensure business unit transactions are posted, and security and permission management. Participates in testing and deployment of technology tools. | 50% |
| Work closely with central IT to plan and coordinate system testing, evaluating, and making effective use of tools, and monitor and run data management systems. Work with units to understand and adapt business processes and design and develop reports for staff. | 35% |
| Responsible for utilizing technology tools to communicate data and information. Responsible website changes and updates through a CMS (Content Management System) and coordinate and send campus broadcast messages on behalf of assigned department/unit. | 10% |
| Other duties as assigned. (Standard. Do not remove.) | 5 % |

MINIMUM QUALIFICATIONS

Education : Associate’s degree

Years of Experience Required : Minimum 2 years of job-related experience

2+ years in-depth knowledge in finance and/or business operations, reporting and analytics, ERP, and/or other focused discipline.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

Knowledge, Skills and Abilities

- Good computer skills, including experience with workflow automation, data analytics & reporting, etc. Strong ability to effectively communicate and exchange information, in verbal or written form, by sharing ideas, reporting facts and other information, responding to questions, and employing active listening techniques.
- Critical thinking and problem-solving skills are a must. Ability to apply the principles of independent logical, analytical thinking to define problems, collect data, establish facts and draw valid conclusions.
- Future-minded individual with a strong desire to contribute to enhancing and streamlining operations
- Be resilient to changing circumstances and work confidently despite stressful situations.
- Knowledge of reporting analytics solutions (i.e. Cognos Analytics, Power BI, Tableau, MS Excel).
- Understanding of current methods of data management and analysis. Proficiency with query language.
- Data management skills including the ability to analyze, synthesize, and graphically represent data to diverse audiences in support of decision-making.
- Ability to manage and protect confidential information. Demonstrate sound moral and ethical principles.

Working Conditions

Typical office environment. Work is performed in an office setting with no unusual hazards.